

DEPARTMENT OF SOCIAL SERVICES  
744 P Street, Sacramento, CA 95814



March 18, 1994

ALL-COUNTY LETTER NO. 94-24

TO: COUNTY WELFARE DIRECTORS  
COUNTY GAIN COORDINATORS  
COUNTY FISCAL OFFICERS

REASON FOR THIS TRANSMITTAL

- ☒ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☐ Initiated by SDSS

SUBJECT: CAL-LEARN COUNTY PLAN

Attached is the information to be completed by counties for the State Fiscal Year (SFY) 1993/94 Cal-Learn Program County Plan. The Cal-Learn Plan will be an addendum to the county's GAIN Plan.

Only counties which intend to begin their Cal-Learn Program during SFY 1993/94 are required to submit a Cal-Learn Plan this fiscal year. The Cal-Learn County Plan consists of the Plan Format, the Inventory of Services Matrix, the Program Budget Proposal and, for counties not contracting with Adolescent Family Life Program (AFLP) providers for all or a portion of case management services, the Department of Health Services County Plan Review information.

Counties should note that the Budget Format has changed since the draft provided at the February 10, 1994 Cal-Learn County Plan training held in Sacramento. The Budget Format now contains an additional administrative budget cost for county-mandated activities as required in the Cal-Learn draft regulations in Section 42-762.6 which were included with All County Letter No. 94-16. The addition of this administrative budget cost will now result in the standard rate of \$1614 for case management costs to reflect only the AFLP case management activities as defined by the AFLP Program standards and scope of services, and the arrangement and management of Cal-Learn supportive services.

BACKGROUND

The Cal-Learn Program was established by the passage of Senate Bills 35 and 1078 (Chapters 69 and 1252, Statutes of 1993). The statute requires that each county submit, as part of the GAIN county plan, specific information relative to the Cal-Learn services provision (Welfare and Institutions Code Section 11333.5). A county cannot implement the Cal-Learn Program until the plan addendum has been approved by the California Department of Social Services (CDSS). If a county is not contracting with the Adolescent Family Life Program for all or part of AFLP case management services, the county is required to submit an additional section addressing case management services. This section must be reviewed and approved by the California Department of Health Services (CDHS) to determine that AFLP standards are met. CDSS will forward this section of the plan to CDHS for review and approval.

The Cal-Learn Program has been statutorily designed as an entitlement program and all eligible teens must be served unless exempt or deferred. The Governor's budget proposes funding for statewide implementation during SFY 1994/95 in an amount of approximately \$55 million including federal funds.

#### PROGRAM PHASE-IN

All pregnant teens and custodial teen parents receiving Aid to Families with Dependent Children (AFDC) who do not have a high school diploma or its equivalent will be required to participate in the Cal-Learn Program. Within twelve months of the Cal-Learn regulations effective date of April 1, 1994, all counties are required to have implemented Cal-Learn. All teens eligible for Cal-Learn must be noticed of program requirements and become a Cal-Learn participant no later than September 1, 1995. Counties may begin to submit county plans in March 1994 for program implementation during SFY 1993/94. County plans submitted in March will be reviewed and conditional approval will be granted for plans meeting regulatory and budgetary requirements. Final approval for these plans will be given April 1, 1994, when regulations become effective.

#### FUNDING FOR SFY 1993/94

The SFY 1993/94 Budget contains an amount of State General Fund dollars for Cal-Learn which, when matched by Federal IV-A and IV-F funds, equates to approximately \$12 million. This amount is sufficient to allow some counties to begin to implement a Cal-Learn Program.

The Cal-Learn Plan process will be used to establish a county's funding level for SFY 1993/94. The funding will be allocated based on the county indicating within their plan: (1) the number of cases they will phase-in per month and (2) the total number of cases to be served in SFY 1993/94.

For current year, county plans will be reviewed in order of submittal date and the approval process will continue until all funds for SFY 1993/94 are committed.

#### SFY 1993/1994 PLANNING PROCESS

The Plan approval process will include a review of both the county's certification that services will be provided to the identified number of cases and the county's budget proposal. The budget proposal will require the county to identify costs, based on caseload, in the areas of administration of case management, eligibility and mandated county activities.

- o The maximum rate for case management costs is \$1614 per participant for one year of service. This rate is to reimburse all activities performed by the case manager which include case management meeting the standards and scope of the AFLP and the arrangement and management of supportive services (child care, transportation and ancillary) for the client.
- o Eligibility administrative costs will be based on the SFY 1992/93 county actual cost of an eligibility worker (salary and overhead).

- o Mandated county activities are the program requirements that cannot be contracted out and must be performed by the County Welfare Department (please refer to the draft regulations section 42-762.6). For SFY 1993/94 these costs will reflect the final determination of deferrals and exemptions. (Note: In 1993/94 there should be no actual expenditures for bonus and sanction/good cause determination activities because of the Cal-Learn 90 day participation requirement prior to initiation of a bonus or sanction.)

The costs for child care, transportation and ancillary expenses are considered entitlements and are not to be included in the county budget proposal. The county will be reimbursed for costs claimed. Counties will be required to use GAIN Regional Market Rates for child care reimbursement and adhere to GAIN requirements for transportation reimbursement pursuant to the Manual of Policy and Procedures Section 42-750 requirements. Timestudy instructions for Cal-Learn will be sent out in a separate letter later this month.

County plans should be based on a realistic assessment of the number of eligible teens which can be served this year. These plans should identify the caseload the county intends to serve through Cal-Learn for the current fiscal year only.

SFY 1994/95

Counties will be required to describe their program implementation plans in their SFY 1994/95 County Plan. As indicated previously, all counties must implement a Cal-Learn Program by April 1, 1995. By September 1, 1995, all eligible teens must be participating in the program. Cal-Learn county plans for SFY 1994/95 will be required to identify the entire estimated eligible caseload.

Instructions for the Cal-Learn planning process for SFY 1994/95 will be contained in a separate letter that will be sent out in April. The county budget proposal will be revised from the SFY 1993/94 format to include costs for mandated county activities in the areas of bonus, sanction and good cause determination as well as fair hearing activities. Counties that implement in SFY 1993/94 will only have to update their current year plan to reflect caseload to be served and provide a SFY 1994/95 Budget Proposal.

ALL CAL-LEARN COUNTY PLANS SHOULD BE MAILED TO:

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Employment Policy Section, Cal-Learn Program  
California Department of Social Services  
744 P Street, M.S. 6-138  
Sacramento, California 95814


Counties should provide four copies of the Cal-Learn plan.

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Any questions related to the planning process should be directed to Detta Hunt of the Employment Policy Section, Cal-Learn Program at (916) 654-1424. Questions related to the Cal-Learn Budget Proposal should be directed to Julio Rodriguez of the County Administrative Expense Control Bureau at (916) 657-3806. For questions regarding the information required by CDHS for non-AFLP case management services should be directed to Sharlyn Hansen of the CDHS Maternal and Child Health Branch at (916) 657-1332.



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Welfare Program Division  
California Department of Social  
Services



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California Department of Health  
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Attachments

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# *CAL-LEARN COUNTY PLAN FORMAT*

*STATE FISCAL YEAR 1993/94*

**COUNTY:** \_\_\_\_\_

Prepared by: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## **SECTION I. IMPLEMENTATION**

The county expects to implement the Cal-Learn Program on: \_\_\_\_\_

Identify the number of eligible teens the county will provide Cal-Learn services to during the State Fiscal Year (SFY) 1993/94.

\_\_\_\_\_ Initial Month

\_\_\_\_\_ Number to be phased-in each subsequent month.

\_\_\_\_\_ Total caseload as of June 30, 1994.

## **SECTION II. SUPPORTIVE SERVICES**

Based on the Local Coordination matrix (Appendix A) the county certifies to the following:

\_\_\_\_\_ Sufficient child care services exist to provide necessary child care for the Cal-Learn population to be served in SFY 93/94 (MPP Section 42-765).

\_\_\_\_\_ Sufficient transportation resources exist to provide necessary transportation for the Cal-Learn population to be served in SFY 93/94 (MPP Section 42-765).

Provide an estimate of the total costs for supportive services for SFY 93/94 in each of the following areas:

\_\_\_\_\_ Child care.

\_\_\_\_\_ Transportation.

\_\_\_\_\_ Ancillary expenses.

### SECTION III. CAL-LEARN CASE MANAGEMENT

\_\_\_\_\_ The county certifies that the plan has been developed in conjunction with an adolescent Family Life Program (AFLP) Provider or local health agency if no AFLP exists in the County (MPP Section 42-766).

Provide a description of the planning process and the coordination between the CWD and the AFLP or the local health agency:  
(Attach additional information as needed.)

Cal-Learn case management activities will be provided by:

AFLP Provider(s): \_\_\_\_\_  
(Agency)

or

\_\_\_\_\_ The county is contracting with a non-AFLP provider for all or part of the Cal-Learn case management services (Complete Appendix C).

and/or

\_\_\_\_\_ The county directly provides all or part of Cal-Learn case management services (Complete Appendix C).

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If more than one agency provides Cal-Learn case management, describe the role and responsibilities of each agency including the role of the local health agency:

#### SECTION IV. JUSTIFICATION FOR NON-AFLP CASE MANAGEMENT

The county is not contracting with an AFLP provider for all or part of Cal-Learn case management services (MPP Section 42-766.133) because:

\_\_\_\_\_ AFLP services are not available.

or

\_\_\_\_\_ AFLP services are not cost-effective.

or

\_\_\_\_\_ The CWD has an existing GAIN Teen Parent program.

Provide an explanation:

List the Non-AFLP provider(s): \_\_\_\_\_  
(Agency)

#### SECTION V. REQUIRED ATTACHMENTS

\_\_\_\_\_ Cal-Learn services matrix is attached (Appendix A).

\_\_\_\_\_ Cal-Learn budget proposal is attached (Appendix B).

\_\_\_\_\_ Board of Supervisors' approval of the Cal-Learn Plan addendum is attached.

*If the county is providing part or all of case management services or is contracting with a non-AFLP provider the following attachments are required (MPP Section 42-767.121):*

\_\_\_\_\_ Attached is a description of services pursuant to the California Department of Health Services published guidelines on case management protocols (Appendix C).

\_\_\_\_\_ Attached (included in Appendix C) is a description of agencies organizing and participating in the Cal-Learn network; including network meeting plans and purpose of the network meetings.

## CAL-LEARN LOCAL COORDINATION MATRIX

## INVENTORY OF SERVICES

<u>NAME OF AGENCY</u>	<u>TYPE OF AGENCY</u>	<u>ARE THEY CURRENTLY SERVING CAL-LEARN ELIGIBLE TEENS</u>	<u>CURRENT AGREEMENT WITH AGENCY FOR SERVICES</u>	<u>AGREEMENT TO BE ESTABLISHED</u>	<u>WRITTEN AGREEMENT (LIST CONTRACTOR)</u>
		[Each county plan needs to provide an inventory of social services, supportive services (child care and transportation) and health related services. Each plan is to include a complete list of all the services currently available in the county (both public and privately funded) which would appropriately provide services to teen parents (MPP Section 42-767.11).]			



**FY 1993/94 CAL-LEARN PROGRAM BUDGET PROPOSAL**

County's plan for phasing Cal-Learn cases into the program:

Month	# Cases brought into program		Cumulative Caseload (Casemonths)
April 94	_____	x 3 =	_____
May 94	_____	x 2 =	_____
June 94	_____	x 1 =	_____

**Total # of Cases** \_\_\_\_\_**FY 1993/94 Total Cumulative Caseload** \_\_\_\_\_**REQUESTED ALLOCATION:****Case Management Costs:**

- o The standard rate for Case Management costs is \$1614 per participant for one year of service.  
(Total Cumulative Caseload X \$135/mo)

I. **Total Case Management Costs** \$ \_\_\_\_\_**Administrative Costs:**

- o Hourly EW Unit Cost (Sal & Overhead) \$ \_\_\_\_\_  
(FY 1992/93 Actual Cost)
- o Identify Cases/ Inform of Cal-Learn Prog & Refer to Orientation \$ \_\_\_\_\_  
(EW hrly cost x .58/hr x total # of cases)
- o Admin time to process supportive service payment \$ \_\_\_\_\_  
(EW hrly cost x .25/hr x 75% of cum caseload)
- o Mandated County Welfare Dept. Activities: \$ \_\_\_\_\_  
Hourly ESW Unit Cost (Sal & Overhead) \$ \_\_\_\_\_ a/  
(FY 1992/93 Actual Cost)
- Exemption Determination: \$ \_\_\_\_\_  
(ESW hrly cost x .17/hr x 3% of total # of cases) b/
- Deferral Determination: \$ \_\_\_\_\_  
(ESW hrly cost x .17/hr x 7% of total # of cases) c/

II. **Total Administrative Costs** \$ \_\_\_\_\_
**TOTAL REQUESTED CAL-LEARN ADMINISTRATIVE ALLOCATION** \$ \_\_\_\_\_  
 ( I. + II. )

- a/ ESW = Employment Services Worker
- b/ Estimated percent of Cal-Learn caseload requiring exemption determination.
- c/ Estimated percent of Cal-Learn caseload requiring deferral determination.

## DEPARTMENT OF HEALTH SERVICES COUNTY PLAN REVIEW

It is the intent of the Cal-Learn Program that counties shall contract with Adolescent Family Life Program (AFLP) agencies in the provision of counseling and intensive case management for eligible participants. If the county is not contracting with an AFLP agency, one of the following conditions must be met: (a) there is no AFLP available; (b) services provided by an AFLP contractor are not cost-effective; or (c) the county has an existing teen services program and the additional information listed below must be provided in the county plan. The California Department of Social Services (DSS) will transfer this information to the Department of Health Services (DHS), Maternal and Child Health Branch (MCH) for review. The DHS/MCH will determine whether the proposed contractor or the county (if delivering services directly) conform to the standards and scope of services provided by the AFLP. MCH staff will forward their recommendations to the DSS. For counties applying for approval to deliver services directly or through another public or nonprofit agency or school district, a complete written response to the topics listed below will be required:

### I. Description of the Applicant

Include description of organization providing counseling and case management services, including staff qualifications, prior and current services provided to pregnant and parenting adolescents. Provide details on length of service provision, numbers served, and the results of internal or external evaluations of these programs.

### II. Case Management Budget

In order to meet the standards and scope of services of an AFLP, agencies must have sufficient administrative and service staff to provide the following activities: administration of the case management program, develop/participate in/maintain a network of local service providers with whom written linkage agreements have been finalized, provide intensive case management services which include outreach and case finding, intake, initial client assessment, case planning, case plan implementation, monitoring and evaluation of client's progress and case plan. Comprehensive referrals are required. These referrals, based upon client assessment and case plan, may include AFDC, Medi-Cal, Women, Infants, and Children (WIC) Supplemental Food Program, school, employment, job/vocational training, prenatal/parents health care, family planning, housing, child health care, child day care, and counseling, as appropriate. Provide the Cal-Learn budget which describes the staff and administrative costs for the contracted caseload.

### III. Protocols

Submit protocols (policies and procedures) which describe how the applicant organization will implement the AFLP Program Standards with Addendum issued by MCH on January 19, 1994 for Cal-Learn participants. (Enclosed)

### IV. AFLP Management Information System (MIS)

All clients receiving case management services are entered into the AFLP MIS. Describe your plan for meeting this program standard. The data entry format and hardware specifications for the Lodestar system are attached. Submit your plan for interim data entry and reporting until the Lodestar is revised. The DHS and Lodestar Management Inc. will supply the software to you at no cost and arrange for technical assistance. If you do not wish to utilize this software, DHS will supply data entry forms to be filled out manually for each client and submitted to DHS.

### V. Service Provider Network

Describe agency(ies) or auspice for the Case Management Service Network which is responsible for organizing and/or maintaining the Network in compliance with AFLP Standard II. Include a list of agencies with whom written linkage agreements have been completed and a description of planned meetings and agendas.

### VI. Planning with AFLP and Local Health Agency

Describe your coordination process with the local health director and the AFLP. Include a letter from the AFLP provider and the health agency documenting the coordination effort. If there is no AFLP in the county, you are encouraged to seek consultation from a neighboring AFLP and request a letter from them describing their contribution to your plan. In cases where there was no coordination with an AFLP, the plan must include documentation of your efforts to obtain this as well as the letter from the health agency. Consultation and technical assistance will also be available from MCH by contacting Sharlyn Hansen, Adolescent Health Coordinator, at (916) 657-1332.

Attachment

2/14/94